



Human Resources Newsletter

June 2003 News

What's New, What's Hot

- DOTD's Summer Student Program is underway! Summer Engineering students start Monday, June 2, 2003, and will be allowed to work full-time for a maximum of 11 weeks or until August 15, 2003.
- DOTD Pay Scale on the HR Web site now reflects new TS Pay Schedule
- HR is keeping an eye on pending legislature affecting retirement. To find out what's going on during the current legislative session, visit <http://www.legis.state.la.us>
- What is Juneteenth? It's the oldest known celebration of end of slavery. Dating back to 1865, it was June 19th that Union soldiers, led by Maj. Gen. Gordon Granger, landed at Galveston, Texas with the news that the war had ended and that all slaves were now free. (**House Bill 172** is proposed to provide June 19th as a legal holiday for non-essential state employees. If approved, affected employees who exercise the right to be absent would have to take annual, compensatory or leave without pay.)

Special Events

- June 4th - HQ New Employee Orientation
- June 6th - Civil Service Commission Meeting
- June 10th - Deadline to submit nominations for Employee Recognition, 2nd quarter.
- June 15th - Father's Day
- June 18th - SCHR Meeting (Submission deadline is June 2nd)

HR Unit Updates

Compensation Unit

- Job corrections resulting from recently approved job studies are 91% complete; expect to complete by 6/3/03
- Civil Service disseminated proposed Administrative Schedule (AS) plan to agencies for initial feedback; the SCHR has received the initial proposal and will provide feedback to HR. Related Civil Service General Circular forthcoming; agencies will have additional chance to provide feedback to CS prior to presentation to the Commission in August.



Human Resources Newsletter

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(Continued)

HR Unit Updates (continued)

Employee Relations Unit

- Reminder to get applications for Educational Leave/Tuition Reimbursement to Regina Francise, Rm. 300A for summer/fall semesters.

Operations Unit

- 65% complete on paperwork to transition employees to new pay schedules.
- The 2% increase on the minimum/maximum of the GS Pay Scale is now reflected on HR's Web site. Continuing to adjust affected employees (approximately 30) to new minimum of respective pay level.
- Paper copies of New Pay Plans to be distributed soon to each district/section.

Personnel Management Unit

- Reminder that all options to renew existing medical contracts must be completed by July 1, 2003.
- HR is developing DOTD-specific guidelines to help interviewing supervisors select the best. Stay tuned
- Please view pictures of DOTD's Employee Recognition Day on Pages 3 and 4.
- Please view pictures of Take Your Daughter/Son to Work Day on Page 5.

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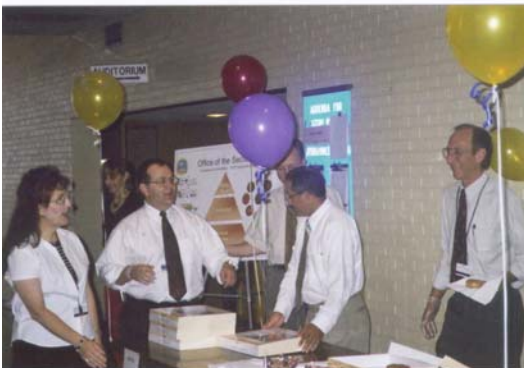


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(Continued)

State Worker Appreciation Day

May 7, 2003



LA DOTD Human Resources Newsletter

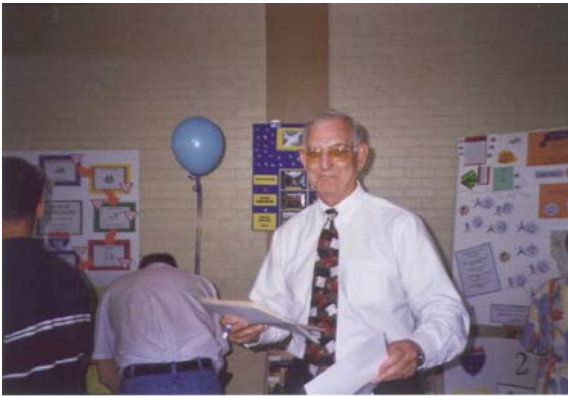


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(Continued)

State Worker Appreciation Day

May 7, 2003



A cartoon illustration of a light-colored dog with several red spots. The dog is sitting and holding a rolled-up newspaper in its mouth. It has a surprised or excited expression with wide eyes and a slightly open mouth.

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